

**FINANCE COMMITTEE
ON-LINE VIDEO CONFERENCE
MEETING MINUTES
Wednesday July 28, 2021
9:30 a.m.**

MEMBERS PRESENT: J. Metcalfe, Chair
S. Beattie
R. Brady
B. Johnson
B. Mackenzie
M. Woodhouse

MEMBERS ABSENT: R. Foster
B. Steele

STAFF PRESENT: C. Sharma, Chief Administrative Officer/Secretary–Treasurer
A. Christie, Director, Operations
C. Coverdale, Business and Financial Analyst
L. Gagnon, Director, Corporate Services
E. Gervais, Procurement Officer
G. Shaule, Administrative Assistant

CAO Chandra Sharma called the meeting to order at 9:32 a.m. and presided over the motions for appointment of Chair and Vice Chair.

3. APPOINTMENT OF CHAIR / VICE CHAIR

- a) Motion to Appoint Member Metcalfe as Chair of Finance Committee for the remainder of 2021

Recommendation No. FC-15-2021

Moved by Member Brady

Seconded by Member Woodhouse

THAT Board Member John Metcalfe **BE APPOINTED** Chair of Finance Committee for the remainder of 2021.

CARRIED

- b) Motion to Appoint Member Brady as Vice Chair of Finance Committee for the remainder of 2021

Recommendation No. FC-16-2021

Moved by Member Beattie

Seconded by Member Woodhouse

THAT Board Member Rick Brady **BE APPOINTED** Chair of Finance Committee for the remainder of year 2021.

CARRIED

4. APPROVAL OF THE MINUTES

- a) Minutes of the Finance Committee meeting dated May 5, 2021 – Chair Metcalfe presided over the remainder of the meeting calling for the following vote.

Recommendation No. FC-17-2021

Moved by Member Beattie

Seconded by Member Woodhouse

THAT the minutes of the NPCA Finance Committee meeting dated May 5, 2021, **BE APPROVED.**

CARRIED

5. CORRESPONDENCE

None

6. DELEGATIONS / PRESENTATIONS

None

7. CONSENT ITEMS

- a) Report No. FC-09-21 RE: Financial Report – Q2 - 2021 – Director of Corporate Services, Lise Gagnon spoke to this report. Adam Christie, Director of Operations also responded to questions by Members.

Recommendation No. FC-18-2021

Moved by Member Beattie

Seconded by Member Brady

THAT Report No. FC-09-21 RE: Financial Report – Q2 – 2021 **BE RECEIVED.**

CARRIED

8. DISCUSSION ITEMS

- a) Report No. FC-10-21 RE: 2022 Operating and Capital Budget Assumptions – Ms. Gagnon presented and Members posed questions.

Recommendation No. FC-19-2021

Moved by Member Beattie

Seconded by Member Woodhouse

1. **THAT** Report No. FC-10-21 regarding the recommended budget assumptions for the 2022 Operating and Capital Budgets **BE APPROVED** for use in the development of the 2022 budget, subject to approval by the Board of Directors.
2. **THAT** a list of current known unfunded priorities be prepared for the Board's

consideration in conjunction with 2022 budgets.

3. **AND FURTHER THAT** Staff be directed to submit the Preliminary 2022 Budget to the funding municipalities in accordance with their guidelines and schedules.

CARRIED

- b) Report No. FC-11-21 RE: Banking Policy - Lise Gagnon spoke to the report. Members posed questions and discussion ensued. Member Brady suggested NPCA review Fort Erie's Investment Policy.

Recommendation No. FC-20-2021

Moved by Member Brady

Seconded by Member Beattie

1. **THAT** Report No. FC-11-21 RE: Banking Policy **BE RECEIVED** for Finance Committee input and approval.
2. **THAT** the Banking and Cash Management Policy **BE RECOMMENDED** to the Board of Directors for approval.

CARRIED

- c) Report No. FC-12-21 RE: Investments Policy – Ms. Gagnon presented. Members posed questions and discussion ensued.

Recommendation No. FC-21-2021

Moved by Member Brady

Seconded by Member Beattie

1. **THAT** Report No. FC-12-21 RE: Investments Policy **BE RECEIVED** for Finance Committee input and approval.
2. **THAT** the Investment Policy **BE RECOMMENDED** to the Board of Directors for approval.

CARRIED

- d) Report No. FC-15-21 RE: Contract Award – Montague Construction Limited - Binbrook Septic – Adam Christie, Director, Operations, spoke to this report. Discussion ensued. Eric Gervais, Procurement Officer explained the procurement process and reasons why some contractors were excluded from being awarded septic contract.

Recommendation No. FC-22-2021

Moved by Member Beattie

Seconded by Member Woodhouse

WHEREAS Staff have completed the procurement process for the Board approved Binbrook Septic System Capital project according to NPCA approved policies;

AND WHEREAS the construction timeline of this project is time sensitive requiring staff to immediately award the project contract to the successful contractor;

THEREFORE, BE IT RESOLVED:

1. **THAT** Report No. FC-15-21 RE: Contract Award – Montague Construction Ltd. – Binbrook Septic **BE RECEIVED** and capital contract award to Montague Construction Ltd. in the amount of \$910,000 (plus non-recoverable HST) **BE APPROVED**.

2. **THAT** a contingency in the amount of 10% of contract value or \$91,000 **BE APPROVED** to address any unanticipated costs during the project implementation process.
3. **THAT** staff **BE AUTHORIZED** to execute all necessary documents as appropriate.
4. **AND FURTHER THAT** staff **BE DIRECTED** to update the Board of Directors at the next meeting in September 2021.

CARRIED

- e) Verbal Update RE: Canada Emergency Wage Subsidy (CEWS) and Resolution No. FA-103-2021 (Referred to the Finance Committee for discussion per Board Resolution No. FA-132-2021 dated June 18, 2021) – Ms. Gagnon spoke to the issue providing background information for Members. Chandra Sharma further updated Finance Committee Members. Staff recommended allowing the appeals process to proceed.

Recommendation No. FC-23-2021

Moved by Member Woodhouse

Seconded by Member Brady

THAT with respect to Board Resolution No. FA-103-2021, the Finance Committee **RECOMMENDS** that the NPCA support the appeal of the Canada Revenue Agency determination on Conservation Authority eligibility for the Canada Emergency Wage Subsidy (CEWS) with regular reporting to the Board on the status and any costs to the appeal.

CARRIED

9. NEW BUSINESS

None

10. ADJOURNMENT

Recommendation No. FC-24-2021

Moved by Member Beattie

Seconded by Member Woodhouse

THAT the meeting **BE ADJOURNED** at 10:38 a.m.

CARRIED

John Metcalfe,
Committee Chair

Chandra Sharma, MCIP, RPP
Chief Administrative Officer / Secretary
- Treasurer